

**DODGE COUNTY HEALTH FACILITIES COMMITTEE MEETING
CLEARVIEW, 198 COUNTY DF, JUNEAU, WI 53039
IN THE TOWNE CENTRE CONFERENCE ROOM**

January 3, 2018

MINUTES

1. **CALL TO ORDER:** Meeting was called to order by Chairman Bischoff at 7:45 a.m. with the following members present:

2. **ROLL CALL:**

Larry Bischoff
Lisa Derr
Jeff Duchac
Dan Hilbert
Tom Schaefer

ALSO PRESENT: Russell Kottke, Dodge County Board Chairman; Jane E. Hooper, Clearview Administrator/Executive Director; Lori Kurutz, Assistant Administrator; Bill Wiley, Director of Finance; Ann Schulz, Director of Nursing; Jackie Kuhl, Brain Injury Center Unit Coordinator; Heather Ninmann, IID Household Specialist; Jessica Streaan, Assisted Living Supervisor; Jay Greatens, Admissions Coordinator; and Jill Soldner, Administrative Secretary.

3. **APPROVAL OF MINUTES OF DECEMBER 6, 2017 MEETING:** Motion made by Duchac to approve the December 6, 2017 Minutes; seconded by Schaefer. Motion carried.
4. **APPROVAL DEVIATING FROM THE AGENDA:** Motion made by Hilbert to deviate from the Agenda if required; seconded by Duchac. Motion carried.
5. **PUBLIC COMMENT:** None to report.
6. **COMMITTEE MEMBER REPORTS:** None to report.
7. **INVOLUNTARY DISCHARGES:** None to report.
8. **CENSUS REPORTS:**

CBIC:	22 of 30, with 2 possible admits at the end of the week
Clearview:	118 of 130, with 2 admits today and 2 next week
Clearview Behavioral Health 1/2/3:	23 of 30, with several referrals
ICF-IID (formerly FDD):	44 of 46, with 1 referral
Trailview	4 of 4
Clearview Community Group Home:	4 of 4
Northview Heights (CBRF):	20 of 20

9. **ADMINISTRATOR'S REPORT:**

- **Combining of Payrolls:** The Committee was updated that there have been several meetings pertaining to the combination of payrolls. There are currently four separate payrolls in Dodge County: the Highway Department, Clearview, the Sheriff's Department, and the remaining County employees. Hooper attended the on-site visit, along with the Dodge County team, to Winnebago County to talk with them regarding their likes/dislikes with Tyler Munis. Winnebago County has four separate payrolls. Their nursing home, Park View, uses Kronos time keeper. Clearview will have a follow-up conversation with them on how things work, along with Kevin Nadielski, Dodge County Information Technology Database Administrator. Clearview will keep their current pay schedule of Thursday through Wednesday. The anticipated change in pay date will be in November 2018.
- **State Survey Verification Visit:** Plans of Correction were submitted before the deadline of December 15, 2017. Five surveyors from the Department of Health Services revisited Clearview on December 20, 2017. The surveyors concluded that Clearview is in compliance.
- **Update on Contracts – Preferred Provider:**
 - **Optum / United HealthCare:** Contract review is in process.
 - **Veterans:** Rates were received before the holidays, which are not acceptable to Clearview as they are set for five years. Discussions continue as the VA would still like to contract with Clearview.

The Committee will be updated at its February 5, 2018, meeting.

- **Update: Accounts Receivable / Collection:** The Committee was updated on the status of Clearview's collection status and will continue to be updated at future meetings.
- **Approval of Friends of Clearview Expenditures:** Motion by Schaefer to approve the requested expenditures in the amount of \$1,345.00; seconded by Hilbert. Motion carried. Of special note, it was mentioned that Friends of Clearview did receive a \$5,000 donation from Maas Brothers Construction.
- **Blue Zone Update:** Hooper and Heather Hearley, Director of Dietary, will be meeting with Tracy Rose, a Blue Zone Organization Lead as well as a Clinical Exercise Physiologist who has an extensive background in nutrition in health promotion, to discuss the Blue Zone Project for Dodge County. Clearview will have its own Blue Zone group, along with Dodge County's Blue Zone.
- A discussion was held regarding the possibility of creating a combined full-time position at Northview Heights. There is currently a part-time food service worker/cook position vacant. We would like to abolish the part-time food service worker position and create a full-time Activity Therapy Aide/Cook. This position will be able to be funded through our budget.

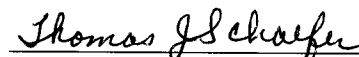
- The Centers for Medicare and Medicaid Services released new federal requirements for home and community based settings to ensure that residential settings serving home and community based services waiver participants meet and remain in compliance with the settings requirements. Locks had been installed on the bedroom doors at Clearview Community Group Home, as well as at Trailview and Northview Heights, to ensure individuals have privacy on their unit, including lockable doors. A letter was received on January 3, 2018, from the Department of Health Services, stating that Clearview Community Group Home is in compliance.

FINANCE REPORT ~ BILL WILEY, DIRECTOR OF FINANCE:

- **2017 Write Off of Uncollectible Receivables:** Wiley provided the Committee the final 2017 write-off report. He stated that the Executive Director had just approved the action. Wiley reviewed the reasons of the write-offs. He stated that he had worked with Corporation Counsel in attempting to collect on most of the accounts, however, the recommendation had been to write off the accounts since the resident left no estate. He also mentioned that some claims were repeatedly resubmitted only to continually be rejected. Wiley believes that MatrixCare will assist in resolving billing issues as these.
10. **NEXT MEETING DATES:** *Tuesday, January 9, 2018, at 8:30 a.m.*, in Room 1A at the Administration Building, 127 East Oak Street, and on *Monday, February 5, 2018, at 10:00 a.m.*, in the Chapel at Clearview, 198 County DF, Juneau, Wisconsin.
11. **ADJOURN:** There being no further business to come before the Committee, Motion by Duchac to adjourn; seconded by Hilbert. Meeting adjourned at 8:48 a.m.

Dated this 5th day of February, 2018.

Respectfully submitted,


Thomas Schaefer, Secretary